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# VENDOR REMITTANCE ADVICE

## GETTING STARTED AND OVERVIEW

### VENDOR REMITTANCE APPLICATION - WHAT IS IT?

The vendor remittance web application allows vendors to find and view their remittance advices through the State Controller's Office (SCO) web site. The details that can be viewed include vendor names, addresses, and amount and can be sorted by either warrant number or invoice number.

Vendors must contact the State Controller's Office Division of Statewide Accounting to request access to the web application. (Contact the DSA Helpline at 208-332-8827 or email [dsahelpline@sco.idaho.gov](mailto:dsahelpline@sco.idaho.gov).)

The State Controller's Office will create the necessary authentication indicators which will be processed through the Statewide Accounting and Reporting System (STARS). The STARS process will generate usernames and passwords which will then be distributed to the vendors.

### LOGGING ON

1. Once SCO has given you a username and password, use either of the application **Logon** links, shown below ([click here to log on to the SCO web site](http://www.sco.idaho.gov) - <http://www.sco.idaho.gov>). The application logon is a secure connection.

Figure 1: SCO Web site logon



2. At the authentication logon page, type the **User Name**, the **Agency Code** (which will be **VND**), and the **Password** given to you by the SCO.
3. Click **Login** or press ENTER.

Figure 2: Authentication logon

The screenshot shows a login form titled "Office of the Idaho State Controller Secure Authentication". It includes three input fields: "User Name" with the text "myusername", "Agency Code" with a dropdown menu showing "VND" and "State Vendor", and "Password" with masked characters. A red note states "Passwords are case sensitive". Below the fields are "Login" and "Forgot Password?" buttons.

## VIEWING VENDOR REMITTANCE INFORMATION

1. After logging on, click **Vendor Remittance**.
2. Type the vendor number and suffix (if known), and then click **Submit**.

Figure 3: Vendor number and suffix

The screenshot shows a page titled "Idaho State Controller's Office Vendor Remittance Advice". Below the title is a section "Vendor Remittance Advice" with the instruction "Enter The Vendor Number You Wish To View: To Narrow Your Search Enter A Vendor Suffix Also". There are two input fields for the vendor number and suffix, followed by a "Submit" button. At the bottom are "Menu" and "Logoff" buttons.

3. The next page view will depend on whether both the vendor name and suffix was used or just the vendor number.
  - a. Type just a vendor number and press ENTER or click **Submit** and a **Vendor Name/Address Listings** page will open:

Figure 4: Vendor Name/Address Listing page

**Idaho State Controller's Office**  
**Vendor Remittance Advice**

**Vendor Name/Address Listings**

Suffix
  
City
  
State

Vendor #	Suf	Vendor Name	Business Name	Address	City	St	Zip
<a href="#">841425616</a>	00	<a href="#">WRIGHT EXPRESS FINANCIAL SERVICES CORP</a>	<a href="#">GREG MCINNES- PREMIUM FLEET RECEIVABLES</a>	97 DARLING AVE	<a href="#">S PORTLAND</a>	<a href="#">ME</a>	04106
<a href="#">841425616</a>	01	<a href="#">WRIGHT EXPRESS FINANCIAL SERVICES CORP</a>	<a href="#">FLEET SERVICES</a>	PO BOX 6293	<a href="#">CAROL STREAM</a>	<a href="#">IL</a>	60197- 6293

1

- b. Type *both* the vendor number and the suffix and press ENTER or click **Submit** and a **Summary View** page will open:

Figure 5: Summary View page

The screenshot shows the 'Summary View For 841425616 00' page. At the top, the header reads 'Idaho State Controller's Office Vendor Remittance Advice'. Below this, the title 'Summary View For 841425616 00' is displayed. The vendor information is listed as 'WRIGHT EXPRESS FINANCIAL SERVICES CORP', 'GREG MCINNES-PREMIUM FLEET RECEIVABLES', '97 DARLING AVE', and 'S PORTLAND ME 04106'. Navigation buttons include 'Menu', 'Logoff', and 'Listing'. Search fields are provided for 'Warrant' and 'Invoice' with a 'Full Results' button. A table of remittance data is shown below.

Warrant#	Invoice/Account#	Date Paid	Amount
<a href="#">011690230</a>	<a href="#">6860984</a>	04/28/2005	2,695.47
<a href="#">011690230</a>	<a href="#">7066744</a>	04/28/2005	1,357.16
<a href="#">011690230</a>	<a href="#">7066765</a>	04/28/2005	1,087.18
<a href="#">011690277</a>	<a href="#">7066756</a>	04/28/2005	48,977.53
<a href="#">011690483</a>	<a href="#">7066742</a>	04/29/2005	761.94
<a href="#">011690884</a>	<a href="#">7066772</a>	05/02/2005	1,189.34
<a href="#">011693830</a>	<a href="#">7125829</a>	05/03/2005	183.87
<a href="#">011693869</a>	<a href="#">7066737</a>	05/03/2005	807.62
<a href="#">011693869</a>	<a href="#">7066787</a>	05/03/2005	1,308.56
<a href="#">011695254</a>	<a href="#">7066764</a>	05/04/2005	4,953.15

4. On either screen, hyperlinked text will open pages with detailed information. For example, click on a warrant number (see Figure 4) to open a page of detailed information about that warrant. Click on a specific location in the **Vendor/Name Address Listing** to display the **Summary View** for that location.

#### Warning message when using the Back button of the browser

Use the buttons within the application to navigate from page to page. If you use the **Back** button in the browser, you will see what appears to be an error message. Follow the directions on the message screens or refer to the '[Warning Message When Using the Back button of the browser](#)' section at the end of this document.

## OPENING THE SUMMARY VIEW

Type *both* your vendor number and suffix and press ENTER or click **Submit**. The **Summary View** page will open.

Figure 6: Summary view example

The screenshot shows the 'Summary View For 841425616 00' page. At the top, the header reads 'Idaho State Controller's Office Vendor Remittance Advice'. Below this, the vendor information is displayed: 'WRIGHT EXPRESS FINANCIAL SERVICES CORP', 'GREG MCINNES-PREMIUM FLEET RECEIVABLES', '97 DARLING AVE', and 'S PORTLAND ME 04106'. Navigation buttons include 'Menu', 'Listing', and 'Logoff'. A search section contains a 'Search' button, two input fields labeled 'Warrant' and 'Invoice' with placeholder text '<enter warrant#>' and '<enter invoice/acct#>', and a 'Full Results' button. Below the search section is a table with four columns: 'Warrant#', 'Invoice/Account#', 'Date Paid', and 'Amount'. The table lists ten transactions with their respective warrant numbers, invoice/account numbers, payment dates, and amounts.

Warrant#	Invoice/Account#	Date Paid	Amount
<a href="#">011690230</a>	<a href="#">6860984</a>	04/28/2005	2,695.47
<a href="#">011690230</a>	<a href="#">7066744</a>	04/28/2005	1,357.16
<a href="#">011690230</a>	<a href="#">7066765</a>	04/28/2005	1,087.18
<a href="#">011690277</a>	<a href="#">7066756</a>	04/28/2005	48,977.53
<a href="#">011690483</a>	<a href="#">7066742</a>	04/29/2005	761.94
<a href="#">011690884</a>	<a href="#">7066772</a>	05/02/2005	1,189.34
<a href="#">011693830</a>	<a href="#">7125829</a>	05/03/2005	183.87
<a href="#">011693869</a>	<a href="#">7066737</a>	05/03/2005	807.62
<a href="#">011693869</a>	<a href="#">7066787</a>	05/03/2005	1,308.56
<a href="#">011695254</a>	<a href="#">7066764</a>	05/04/2005	4,953.15

If you type just a vendor number and press ENTER or click **Submit**, the **Vendor Name/Address Listings** page will open (see Figure 5). From the **Vendor Name/Address Listings** page, you can go to the **Summary View** page by clicking a vendor number in the list.

## USING THE SUMMARY VIEW PAGE

There are several elements, buttons or links on the **Summary View** page that can be selected for more information or for viewing options. These are described below.

### MENU

Click **Menu** to return to the **Vendor Selection Menu**.

### LISTING

Click **Listing** to return to the **Vendor Name/Address Listings** page.

### LOGOFF

Click **Logoff** to log off the Vendor applications web site. Be sure to use the **Logoff** rather than just closing your browser.

### SEARCH

Use the **Search** to locate a particular warrant number or invoice number. Type in a warrant or invoice number in the appropriate box and click **Search**. The search results will appear in a **Summary View** page, as shown below.

Figure 7: Search results in Summary View

The screenshot displays the 'Idaho State Controller's Office Vendor Remittance Advice' interface. At the top, a blue header contains the title. Below it, the page is titled 'Summary View For 841425616 00'. The vendor information is listed: 'WRIGHT EXPRESS FINANCIAL SERVICES CORP', 'GREG MCINNES-PREMIUM FLEET RECEIVABLES', '97 DARLING AVE', and 'S PORTLAND ME 04106'. Navigation buttons include 'Menu', 'Listing', and 'Logoff'. A search section features a 'Search' button, two input fields labeled 'Warrant' and 'Invoice', and a 'Full Results' button. The search results are shown in a table with columns: Warrant#, Invoice/Account#, Date Paid, and Amount. Two rows of results are visible, both for warrant 011695254 and invoice 7066764, dated 05/04/2005. The amounts are 4,953.15 and 202.15. A red '1' is centered below the table. A 'Listing' button is at the bottom.

Warrant#	Invoice/Account#	Date Paid	Amount
011695254	7066764	05/04/2005	4,953.15
011695254	7066764	05/04/2005	202.15

On the search results **Summary View** page you can do the following:

- Click **Menu** to return to the **Vendor Selection Menu**.
- Click **Logoff** to logoff the Vendor applications web site.
- Click **Listing** to return to the **Vendor Name/Address Listings**.
- Click **Search** to search again.
- Click **Full Results** after searching for a specific warrant or invoice to return to the **Summary View** page for the vendor.
- Click on **Warrant#** or **Invoice/Account#** column heading to sort the warrants or invoices in ascending or descending order.
- Click on a specific warrant or invoice number to view the transactions related to that specific warrant or invoice.

## FULL RESULTS

Use **Full Results** after performing a search for a specific warrant number or invoice/account number. It will return you to the **Summary View** for the vendor of the specific warrant or invoice that you have searched on. Clicking on **Full Results** when on the **Summary View** which has a list of warrant/invoices (Figure 7 above) will not change the information that is displayed.

## WARRANT# OR INVOICE/ACCOUNT# COLUMN HEADER

You can sort the **Summary View** list in ascending order of the warrant or invoice number by clicking the appropriate column header, **Warrant#** or **Invoice/Account#**. Click the column header again to re-sort in descending order.

Click on any specific warrant or invoice number to view transactions related to that specific warrant or invoice, as shown in the example below.



Figure 8: Detail Warrant View example

**Idaho State Controller's Office**  
**Vendor Remittance Advice**

**Detail Warrant View for 841425616 00**  
  
WRIGHT EXPRESS FINANCIAL SERVICES CORP  
GREG MCINNES-PREMIUM FLEET RECEIVABLES  
97 DARLING AVE  
S PORTLAND ME 04106  
  
**If you have questions concerning this payment please  
contact DEPARTMENT OF CORRECTION at (208)658-2000**

Menu

Logoff

Summary View

Listing

Warrant Total: \$5,139.81

Warrant#	Invoice/Account#	Invoice Description	Date Paid	Amount
011690230	<a href="#">6860984</a>	0413004069498	04/28/2005	2,695.47
011690230	<a href="#">7066744</a>	0413004069639	04/28/2005	1,357.16
011690230	<a href="#">7066765</a>	ACCT #0413 00 4073128	04/28/2005	1,087.18
1				

Summary View

Listing

On the **Detail Warrant View** page you can do the following:

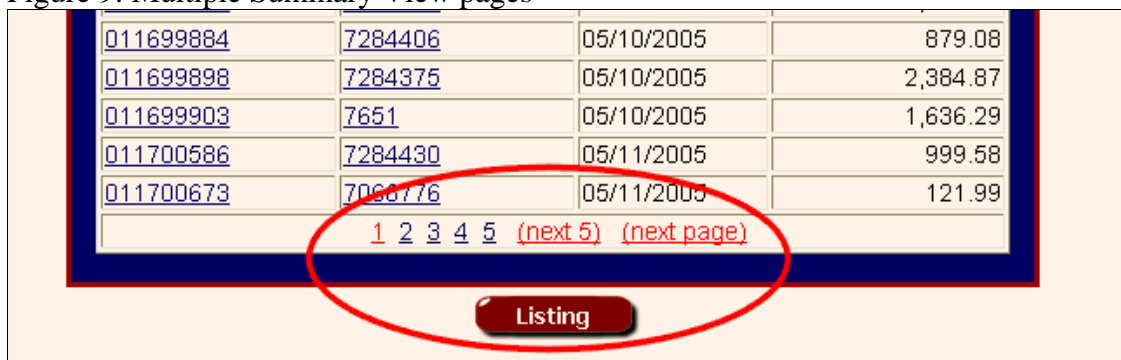
- Click **Menu** to return to the **Vendor Selection Menu**.
- Click **Logoff** to logoff the Vendor applications web site.
- Click **Summary View** to return to the summary view of warrants/invoices for the vendor.
- Click **Listing** to return to the **Vendor Name/Address Listings**.
- Click on the **Invoice/Account#** column heading to sort the invoices/accounts in ascending or descending order.
- Click on a specific invoice or account number to open the **Invoice Detail View** page. In **Invoice Detail View** page, click the Warrant number to return to the **Detail Warrant View**.

## NAVIGATING MULTIPLE SUMMARY VIEW PAGES

If a **Summary View** page has a long list of warrants/invoices, you will see, at the bottom of the list, links to page numbers, to the next five pages, to the next page, and to the previous page. You will also see multiple pages if a vendor has a long list of locations.

Click on any of these links to 'scroll' through the pages of warrants/invoices. (Remember that you can sort the columns in ascending order by clicking the column headers, **Warrant#** or **Invoice/Account#**. Click the column header again to re-sort in descending order.)

Figure 9: Multiple Summary View pages



<a href="#">011699884</a>	<a href="#">7284406</a>	05/10/2005	879.08
<a href="#">011699898</a>	<a href="#">7284375</a>	05/10/2005	2,384.87
<a href="#">011699903</a>	<a href="#">7651</a>	05/10/2005	1,636.29
<a href="#">011700586</a>	<a href="#">7284430</a>	05/11/2005	999.58
<a href="#">011700673</a>	<a href="#">7066776</a>	05/11/2005	121.99

1 2 3 4 5 (next 5) (next page)

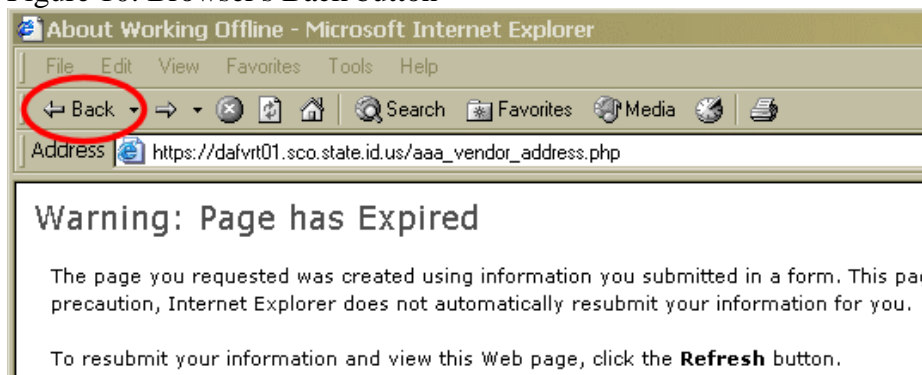
Listing

## WARNING MESSAGE WHEN USING THE BACK BUTTON OF THE BROWSER

Use the navigation buttons (such as the **Home** or **Previous** buttons) in the application to navigate to or to return to a page.

If you click the **Back** button of your browser, you may see an error message that says, "Warning: Page has Expired."

Figure 10: Browser's Back button



The message tells you to click the **Refresh** button.

When you click the **Refresh** button, a pop-up message appears that says "The page cannot be refreshed with resending the information...."

Click **Retry** and the Vendor Remittance application should appear.